

# Instructions for Completing Employee Time Sheet

The United State Department of Agriculture is requiring all state agencies to carefully review any non-food costs claimed in the Fresh Fruit and Vegetable Program (FFVP). The 2010 FFVP handbook states:

*Please keep in mind that most of a school's FFVP funds must go toward purchasing fresh fruits and vegetables. All non-food costs must be carefully reviewed and deemed reasonable, given the extent of program operations... Labor costs in either the "operating or administrative" category must be minimal. SFA/State agencies must, as part of their review process, review these costs and as appropriate work with schools reporting high costs in these categories. Volunteer parents or students can help to reduce these costs.*

It is recommended that all labor claimed as an **"operating cost"** be documented on the following time sheet or a comparable reporting document. Due to inaccurate reporting and lack of sufficient documentation, many hours of labor have been denied reimbursement in the past. To avoid problems related to reimbursement, please have all staff complete a FFVP time sheet. At this time, submission of detailed payroll information is not required. However, this information may be requested during the claim approval process or review of the program.

## ***Completing the form:***

1. Employees are to report their time and activities related to FFVP.
2. All employees participating in snack production, service, and clean-up should have a separate FFVP time sheet.
3. Employees are to report:
  - a. Date work takes place.
  - b. Time employee began tasks related to FFVP.
  - c. Time employee ended tasks related to FFVP.
  - d. Total time spent performing tasks related to FFVP.
    - If work is done at different times during the day, separate entries for each period of work should be documented.
  - e. Food that was prepared and served.
  - f. Tasks completed (washing, cutting, portioning, delivering, etc.).
4. Employees should sign and date the form.



# Fresh Fruit and Vegetable Program Timesheet



School Name:					Employee Name:
Date	Start Time	End Time	Hour:Min Worked	Snack Prepared	Tasks Performed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date